

Department: Department Of Justice, U.S. Attorneys Office
Agency: US Attorneys, Executive Office, & Office of US Attorneys
Job Announcement Number: 09-SDIL-DE-02

Overview

Legal Assistant (Office Automation)

Salary Range: 38117 to 49553 USD Per Year

Open Period: 1/22/2009 to 2/5/2009

Series & Grade: GS-0986-07/07

Position Information: Full-Time Permanent

Promotion Potential: 07

Duty Location: 1+ vacancies - Fairview Heights, IL

Who May Be Considered:

All U.S. Citizens and Nationals (residents of American Samoa and Swains Island)

To view the entire vacancy announcement including instructions on how to apply, click on tabs above.

Job Summary:

Partnerships for Safer Communities

Providing Federal Leadership In Developing The Nation's Capacity To Prevent And Control Crime, Administer Justice, And Assist Victims.

Responsible for supporting Assistant United States Attorneys (AUSA) by providing a variety of legal assistance and office support services.

Salary for a first time Federal employee is usually set at the lower salary range listed above.

As needed, additional positions may be filled using this announcement.

Duties

Major Duties:

Responsible for supporting Assistant United States Attorneys (AUSA) by providing a variety of legal assistance and office support services. Examines, prepares and processes a variety of technical legal documents which are characteristically voluminous and complex in format. Reviews incoming material and determines the need for assembly and preparation of a variety of legal documents, e.g., complaints, motions, orders, answers, pleadings, subpoenas, and libels. Provides assistance to attorneys in trial preparation by performing duties such as compiling trial notebooks, assembling jury instruction, and compiling witness and exhibit lists. Assembles exhibits, affidavits, and other legal documents from file material. Assembles and organizes files

and records material for disposition or transfer to records depository. Maintains calendar of assigned active cases. Tracks filing, hearing, and trials dates, and schedules conference and interviews. Arranges travel by preparing itinerary and securing transportation and hotel reservations. Produces a variety of written documents and materials utilizing a wide range of office software applications.

Qualifications and Evaluation

Qualifications:

All applicants must have one year of specialized experience equivalent to the GS-6 level.

Specialized experience is defined as experience that has provided the ability to perform legal support work relating to the examination, preparation and processing of legal documents; such as, complaints, motions, orders, or pleadings.

Applicants must meet all qualification requirements by the closing date.

Travel Required: 1-5 days per month

If qualifying all or in part based on your education, please submit a copy of your college transcripts OR a list of college courses with credit hours, dates completed, and grades received. If the requested information is not provided, your education may not be appropriately evaluated and you may lose consideration for this position. If your qualifications are based in any part on education and you are selected for this position, you will have to provide an official copy of your academic transcripts prior to entering on duty.

You must be a U.S. citizen to qualify for this position.

The selectee will be subject to drug testing by urinalysis prior to appointment.

Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice.

To be qualified, you must type at least 40 words per minute and include proof of your typing speed in your application. Your typing speed must be based on a 5 minute sample with three or fewer errors. (A typing test may later be required.) As proof of your typing speed you can submit one of the following: a statement in your application package reflecting your typing speed of at least 40 words per minute; provide a certificate or proficiency from a school or other organization issued within the last 3 years; or include an SF-50 proving you have held a Federal position with a title requiring a qualified typist, e.g., typing, office automation, etc.

How Will You Be Evaluated:

Applicants who meet the basic eligibility requirements will be further evaluated and rated under Category Rating and Selection Procedures against the Knowledge, Skills, and Abilities (KSAs) listed below. Applicants are encouraged to address their background related to the KSAs, separately, in clear and concise paragraphs. Failure to respond to the KSAs may result in a lower rating in the evaluation process. When answering the questions, remember that your experience and education are subject to verification by investigation. Your resume and supporting documentation will be reviewed and evaluated based on predetermined criteria. Eligible candidates will then be placed for selection consideration into one of three categories as described below:

1. Qualified Category. Meets the minimum qualifications for the position.
2. Highly Qualified Category. Meets the qualifications described under the Qualified Category and demonstrates proficient experience based on responses to the knowledge, skills and abilities described below.
3. Best Qualified Category. Meets the qualifications described for the Qualified Category and excels on responses to the knowledge, skills and abilities described below.

Knowledge, Skills and Abilities:

- A. Knowledge of legal documents, terminology and procedures.
- B. Ability to communicate in writing.
- C. Ability to communicate orally.
- D. Knowledge of administrative procedures (making travel arrangements, maintaining supervisor's calendar, preparing time and attendance records, ordering office supplies and equipment).
- E. Skill in the use of office automation hardware/software to produce legal documents and correspondence.

Application of Veteran's Preference for Delegated Examining: Category rating and selection procedures do not add veteran's preference points or apply the 'rule of three' but does protect the rights of preference eligibles by placing them ahead of non-preference eligibles within each category. Preference eligibles who meet the minimum qualification requirements and who have a compensable service-connected disability of at least 10 percent must be listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level

or higher. A selecting official may make selections from the highest quality category provided no preference eligible in that category is passed over to select a non-preference eligible in that category unless approval has been granted.

Benefits and Other Information

Benefits:

A Benefits Package is authorized for this position. Additional information about Federal benefits can be obtained at <http://www.usajobs.gov/ei61.asp>. Payment of relocation expenses will not be authorized.

Other Information:

ICTAP AND/OR CTAP CANDIDATE - To receive selection priority, surplus and displaced employees must apply and be found well-qualified for the position. A well-qualified CTAP or ICTAP employee is one who satisfies all medical, physical, education, experience and selective factors (if any) for the vacant position; is rated equivalent to 85 or more against the Rating Schedule/Crediting Plan or if category rating is being used, meets the criteria of 'Highly Qualified Category' as described in the Qualifications & Evaluations section of this announcement; and, upon entry can satisfactorily perform all of the duties of the position. CTAP and ICTAP candidates must submit the following documents which show their eligibility for selection priority: 1) a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection; 2) a copy of an SF-50 showing their current position, grade level, promotion potential, and duty location; and 3) a copy of their most recent performance appraisal.

VETERANS' PREFERENCE Preference eligibles must submit a DD-214 which indicates character of service as proof of entitlement to veterans' preference. In addition to submitting the DD 214, preference eligibles claiming 10-point preference must submit a completed (must be signed and dated) Application for 10-Point Veteran Preference (SF-15) and appropriate documentation as listed on the back of the Form SF-15. (Visit the following web site for additional information:

<http://www.opm.gov/employ/veterans/html/vetguide.asp>) SPECIAL HIRING AUTHORITIES - If you are eligible and would like to be considered under a special hiring authority such as Schedule A of the excepted service for persons with disabilities; a veteran who is eligible for appointment under the Veterans' Recruitment Appointment (VRA) authority or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more; Peace Corps or VISTA service; or another excepted service/special hire authority, appropriate documentation to support your claim for eligibility must be submitted with your application package. See http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp for more details.

If you are a male born after December 31, 1959, and are at least 18 years of age, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job. Completion of a one year probationary period may be required.

How to Apply

How to Apply:

Applications must be delivered to the office by 5:00 pm Eastern Standard Time on the closing date. Mail/deliver your application to: Donald L. DeNike United States Attorney's Office 9 Executive Drive Fairview Heights, IL 62208 Applications will not be accepted via fax and/or email.

The use of a postage-paid government agency envelope to submit a job application is a violation of Federal laws and regulations. Applications submitted in postage-paid government envelopes will not be accepted. You must submit all the following documents as appropriate (If your application package does not contain all of the applicable information, you can lose consideration for the job.): ☐ Optional Application for Federal Employment (OF-612), a resume, or any other written format that describes your job-related qualifications. (Go to <http://www.opm.gov/forms/html/of.asp> and scroll down to obtain the OF-612). The following information is required of all applicants: ☐ Announcement number, title, and grade(s) of the position must be included in your application package. For this position the Announcement number is 09-SDIL-DE-02. ☐ Full name, mailing address (including zip code) and day and evening phone numbers (with area code) ☐ Social security number ☐ Statement of U.S. Citizenship ☐ If required for this position in the qualifications section, a statement indicating your typing speed based on a 5 minute sample with three or fewer errors. (A typing test may later be required.) As proof of your typing speed you can submit one of the following: a statement in your application package reflecting your typing speed of at least 40 words per minute; provide a certificate or proficiency from a school or other organization issued within the last 3 years; or include an SF-50 proving you have held a Federal position with a title requiring a qualified typist, e.g., typing, office automation, etc. (Optional) ☐ A completed OPM Form OF 306, Declaration for Federal Employment. To print a blank copy go to <http://www.opm.gov/forms/html/of.asp>. ☐ Paid and non-paid work experience related to the position. For each period of work experience include:

<input type="checkbox"/> Job title	<input type="checkbox"/> Series/grade (if Federal employment)	<input type="checkbox"/> Duties and accomplishments
<input type="checkbox"/> Employer's name and address	<input type="checkbox"/> Supervisor's name and contact information	<input type="checkbox"/> Starting and ending dates of employment (to get full consideration, include day/month/year)
<input type="checkbox"/> Number of hours worked per week (e.g., 40 hours per week, if not indicated you may not get full credit for your work experience)	<input type="checkbox"/> Salary	<input type="checkbox"/> Indicate if we may contact current supervisor/employer
<input type="checkbox"/> Other job related information, such as training courses (title & year); skills (e.g., other languages, computer software/hardware, tools, etc.)	<input type="checkbox"/> Certificates/licenses (current)	<input type="checkbox"/> Honors, awards, and special accomplishments

☐ IF QUALIFYING ALL OR IN PART ON THE BASIS OF EDUCATION FOR THIS POSITION, Copy of college transcripts. ☐ IF YOU WISH TO BE CONSIDERED UNDER ICTAP AND/OR CTAP, as outlined in the 'Other Information' section of this vacancy announcement, CTAP and ICTAP candidates must submit the following documents which show their eligibility for selection priority: 1) a copy of a RIF separation notice, Certificate of Expected Separation, or some other proof of eligibility for priority selection; 2) a copy of an SF-50 showing their current position, grade level, promotion potential, and duty location; and 3) a copy of their most recent performance appraisal. ☐ IF CLAIMING VETERANS' PREFERENCE, copy of a DD-214 (Certificate of Release or Discharge from Active Duty) which indicates character of service and proof of preference eligibility (Visit the following web site for additional information: <http://www.opm.gov/employ/veterans/html/vetguide.asp> ☐ IF CLAIMING 10-POINT VETERANS' PREFERENCE, a completed (must be signed and dated) SF-15 (Application for 10-point Veteran Preference) plus the supporting documentation required by this form. (Go to the web site at <http://www.opm.gov/forms/html/sf.asp> to obtain form.) ☐ Support documentation for eligibility for non-competitive appointment or special hiring authorities, such as disability, Peace Corps service, etc. (If you have questions about whether you are eligible for a particular hiring authority, please visit the web site at http://www.opm.gov/Strategic_Management_of_Human_Capital/fhfr/default.asp If this is your first time applying for a federal job, or if you wish to view more detailed information about various aspects of applying for federal jobs, go to the Office of Personnel Management's 'New to the

Federal Government FAQs' at <http://www.opm.gov/employ/students/fedhire.asp>. Except where otherwise provided by law, there will be no discrimination because of sexual orientation, sex, status as a parent, genetic information, color, race, religion, national origin, political affiliation, marital status, disability, age, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. Competitive status is not required if the person selected is an individual with a disability who is eligible for appointment under Schedule A of the excepted service, or is a veteran who is eligible for appointment under the Veterans Benefit Improvement Act of 1984 (as amended), or the direct-hire authority to appoint veterans with service-connected disabilities of 30 percent or more. Appropriate documentation to support this claim for eligibility is required.

Contact Information:

Donald L. DeNike
Phone: 618-622-3868
TDD: 618-628-3826

Or Write:

Department Of Justice, U.S. Attorneys Office
9 Executive Drive
Fairview Heights Illinois 62208

What to Expect Next:

Applicants will be notified once a final decision has been made. Application materials will not be returned.

EEO Policy Statement

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

Reasonable Accommodation

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Veterans Information

Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. For service beginning after October 15, 1976, the veteran must have served the required length of time and have a Campaign Badge, Expeditionary Medal, a service-connected disability, or have served in the Gulf War between August 2, 1990, and January 2, 1992.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

To claim veterans' preference, veterans should be ready to provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other proof. Veterans with service connected disability and others claiming 10 point preference will need to submit Form SF-15, Application for 10-point Veterans' Preference.

For more specifics on all veterans employment issues such as Veterans preference or special appointing authorities see the VetGuide.

Legal and Regulatory Guidance

Social Security Number - Your Social Security Number is requested under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants who may have the same name. As allowed by law or Presidential directive, your Social Security Number is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your Social Security Number on your application materials, will result in your application not being processed.

Privacy Act - Privacy Act Notice (PL 93-579): The information requested here is used to determine qualifications for employment and is authorized under Title 5 U.S.C. 3302 and 3361.

Signature - Before you are hired, you will be required to sign and certify the accuracy of the information in your application.

False Statements - If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.

Selective Service - If you are a male applicant born after December 31, 1959, you must certify that

you have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.